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May 5, 2020

DECISION MEMORANDUM

TO: Council Members

FROM: Andrea Goodwin, Senior Counsel

SUBJECT: Amendment to Amy Milshtein Contract—C2020-05, Note-taking and Transcription Services

PROPOSED ACTION: Due to additional Power Division advisory committee meetings, staff recommends authorization to execute an amendment to Contract C2020-05 to add 113 hours and \$10,000 for a total amended contract budget not to exceed of \$34,000.

SIGNIFICANCE: Consistent with the Council's policy on advisory committees and the various advisory committee charters, notes for the advisory committee meetings are necessary.

BUDGETARY/ECONOMIC IMPACTS

The current contract budget is \$24,000, which includes approximately 272 hours at \$88/hour. Staff seeks authorization to execute an amendment to this contract to add 113 hours and \$10,000 for an amended total contract budget not to exceed of \$34,000.

BACKGROUND

The Council contracted with Ms. Milshtein to prepare notes for the Power Division advisory committee meetings for this fiscal year. While staff anticipated an increase in the number of advisory committee meetings for the fiscal year due to the development of the 2021 Power Plan, staff's expectations have been exceeded, with more advisory committee meetings occurring than anticipated.

ANALYSIS

Authorization for staff to execute an amendment to this contract will permit the continued preparation of satisfactory notes for each advisory committee meeting during this fiscal year.

ALTERNATIVES

Staff could prepare the notes, or the Council could contract with a different entity. If staff prepared the notes, staff may be unable to focus on the substantive or logistical matters during the meeting. To contract with a different entity may require additional time and effort to produce an acceptable product.